



**Fieldbrook Glendale  
Community Services District**  
water · sewer · fire

**Notice is hereby given that a  
REGULAR MEETING  
Of the Board of Directors will be held at:  
4584 Fieldbrook Road, Fieldbrook CA 95519**

**Tuesday, November 18, 2025**

Fieldbrook Fire Hall & Teleconference  
7:30 PM Regular Meeting  
AGENDA

**A. Roll Call**

The Presiding officer will call the meeting to order, and the clerk will call the roll of members to determine the presence of a quorum.

**B. Agenda Modification**

The Board may adopt/revise the order of the agenda as presented.

**C. Public Comments**

Regularly scheduled meetings provide an opportunity for members of the public to directly address the FGCS D Board Members on any action item that has been described in the agenda for the meeting, before or during consideration of that item, or on matters not identified on the agenda within the Board's jurisdiction. No action will be taken on non-agenda items.

**D. Reports**

1.1 Fire Chief Report

1.1.1 Call/Incident report.

1.1.2 Safety Meeting roster.

1.2 District Engineer, Construction Management Report

1.2.1 Muni-meeting report.

1.3 General Manager Report

1.4 Director Reports

**E. Consent Agenda**

The Board will approve the following items by a single vote unless any member of the Board or the public requests an item to be removed and considered separately.

Approval of Minutes

2.1 Regular Board Meeting, October 28, 2025.

Meeting Materials may be accessed at:

<https://fieldbrookglendalecsd.specialdistrict.org/board-meetings>

## Tuesday, November 28, 2025

### AGENDA

#### Correspondence

3.1

#### Financial Reports

4.1 Interfund Transfers, \$266,711.36 net.

4.2 Payments – Checks #8089-8108 \$311,236.42, EFT \$5,288.83.

4.3 Payroll, \$2,338.20.

4.4 General Journal Entries, 645-652, \$181,461.55.

4.5 Reimbursement (Office Supplies) \$758.57, Mileage \$90.30.

#### F. Business Items Action/Information

5.1 GHD Master Services Agreement & On Call Authorization. Action.

#### G. Public Hearings

6.1 None

#### H. Closed Session

7.1 None.

#### I. Future Agenda Items

8.1 Board officer elections & committee appointments.

8.2 Updated roster of public officials.

8.3 Board calendar of regular meetings 2026.

8.4 FEMA Hazard Mitigation Plan approval – tentative.

8.5 2025 Fiscal Year Audit – tentative.

#### J. Adjournment/Announcements

9.1 Next regular meeting, December 16, 2025.

Notice regarding the Americans with Disabilities Act: The District adheres to the Americans with Disabilities Act. Persons requiring special accommodations or more information about accessibility should contact the District Office. Notice regarding Rights of Appeal: Persons who are dissatisfied with the decisions of the FGCSB Board of Directors have the right to have the decision reviewed by a State Court.



**Fieldbrook Glendale  
Community Services District**  
water · sewer · fire

**Notice is hereby given that a  
REGULAR MEETING  
Of the Board of Directors will be held at:  
4584 Fieldbrook Road, Fieldbrook CA 95519**

**Tuesday, October 28, 2025**

Fieldbrook Fire Hall & Teleconference  
7:30 PM Regular Meeting  
MINUTES

**A. Roll Call**

*President Roy Sheppard called the meeting to order at 7:30 PM. Present at the meeting were Vice-President Starr Kilian, Directors Jason Garlick and Janet Miller. Director Richard Grissom was absent. Also in attendance were General Manager Richard Hanger, District Engineer Steven Pearl, and Fire Chief Chris Appleton.*

**B. Agenda Modification**

*None.*

**C. Public Comments**

*None.*

**D. Reports**

**1.1 Fire Chief Report**

**1.1.1 Call/Incident report.**

*Fire Chief Chris Appleton provided the following report:*

*EMS – 5*

*Patient assist – 2*

*Mutual Aid – 1*

*Hazardous conditions – 1*

*Fire Chief Chris Appleton also reported that he will be taking a leave of absence through December, effective immediately. His responsibilities will be assumed by Assistant Chief Richard Grissom. On a separate note, and unrelated to his leave of absence, he suggested the board consider background checks for volunteers.*

**1.1.2 Safety Meeting roster.**

*None.*

**1.2 District Engineer, Construction Management Report**

*District Engineer Steven Pearl reported that the Anker Tank project is nearing completion. The tank is on site, and the next steps include electrical and plumbing connections. The Muni-meeting did not convene this month and may not reconvene until the new year.*

Meeting Materials may be accessed at:

<https://fieldbrookglendalecsd.specialdistrict.org/board-meetings>

## Tuesday, October 28, 2025

### MINUTES

1.2.1 Muni-meeting report.

1.3 General Manager Report

*General Manager Richard Hanger reported that the 2025 audit is almost finished and there's a meeting with the City of Arcata about underbilling has been scheduled for November 3<sup>rd</sup>.*

1.4 Director Reports

*None.*

#### E. Consent Agenda

The Board will approve the following items by a single vote unless any member of the Board or the public requests an item to be removed and considered separately.

Approval of Minutes

2.1 Regular Board Meeting, September 23, 2025.

Correspondence

3.1

Financial Reports

4.1 Interfund Transfers, \$32,588.22 net.

4.2 Payments – (*corrected*) Checks #8067-8088 \$269,294.25, EFT \$6,285.00.

4.3 Payroll, \$2,338.20.

4.4 General Journal Entries, 641-644, \$33,392.18.

4.5 Reimbursement (Ring Central) \$688.89, Mileage (Sept/Oct) \$300.30.

***Director Jason Garlick moved to approve the consent agenda as presented. Director Janet Miller seconded the motion. The motion was carried with Sheppard, Kilian, Garlick, and Miller voting aye. Absent Grissom.***

#### F. Business Items Action/Information

5.1 Financial Reports and Budget Adjustments. Action.

*General Manager Richard Hanger provided the staff report.*

***Director Jason Garlick moved to receive the financial reports and approve the budget updates as presented. Director Janet Miller seconded the motion. The motion was carried with Sheppard, Kilian, Garlick, and Miller voting aye. Absent Grissom.***

5.2 Wastewater Annual ADDM Report. Action.

*General Manager Richard Hanger provided the staff report. The board noted the increased ADDM increased flows.*

Notice regarding the Americans with Disabilities Act: The District adheres to the Americans with Disabilities Act. Persons requiring special accommodations or more information about accessibility should contact the District Office. Notice regarding Rights of Appeal: Persons who are dissatisfied with the decisions of the FGCS Board of Directors have the right to have the decision reviewed by a State Court.

## Tuesday, October 28, 2025

### MINUTES

***Director Jason Garlick moved to approve the Wastewater Annual ADDM report as presented. Director Janet Miller seconded the motion. The motion was carried with Sheppard, Kilian, Garlick, and Miller voting aye. Absent Grissom.***

5.3 Review MD&A for 2025. No Action. Supplemental.

*General Manager Richard Hanger provided the staff report and supplemental material. No action was taken.*

#### G. Public Hearings

6.1 None

#### H. Closed Session

7.1 None.

#### I. Future Agenda Items

8.1 Master Services Agreement & On Call authorization, GHD.

#### J. Adjournment/Announcements

9.1 Next regular meeting, November 18, 2025.

*The meeting adjourned at 8:06 PM.*

*Respectfully submitted,*

---

*Richard Hanger, Board Secretary*

---

*Starr Kilian, Vice-President*

Notice regarding the Americans with Disabilities Act: The District adheres to the Americans with Disabilities Act. Persons requiring special accommodations or more information about accessibility should contact the District Office. Notice regarding Rights of Appeal: Persons who are dissatisfied with the decisions of the FGCSB Board of Directors have the right to have the decision reviewed by a State Court.



# Fieldbrook Glendale Community Services District

water · sewer · fire

## REGULAR MEETING OF THE BOARD OF DIRECTORS

November 18, 2025

Coast Central Credit Union  
2650 Harrison Avenue  
Eureka, CA 95501-3259

Please transfer the following

From: Business Liquid Asset Account \$266,711.36  
To: Water Checking \$266,711.36

11/18/2025	Amount
Check Register	\$ 316,525.25
#8067-8088	\$ 311,236.42
ACH - Epay	\$ 5,288.83
Other Deposit	
Transfer Totals	\$(266,711.36)
Anker Tank Project	\$ 233,156.91
Fire	\$ 4,327.89
Sewer	\$ 29,226.56
Water	\$ 50,377.27
Reduce Water Transfer	\$(50,377.27)
Gross Pay	\$ 2,338.20
<Net Pay>	\$(1,652.87)
Empr. Taxes	\$ 178.86
Adjustments	
EDD	\$ (184.48)
IRS	\$ (679.76)
Reconciliation	\$ 563.43
	\$ -
Reconciliation	\$(266,147.98)
Balance	\$(0.00)

**Fieldbrook Glendale Community Services District**  
**Interfund Activity Report**  
As of November 18, 2025

Type	Date	Num	Name	Account	Class	Amount	Balance
<b>Anker Tank Replacement</b>							0.00
Bill	10/31/2025	0624-1125-10	Anker ...	5810.22 · Construction Management (Const...	Enterprise:...	8,254.41	8,254.41
Bill	10/31/2025	005719	Anker ...	5810.21 · Labor Compliance (Labor Compli...	Enterprise:...	750.00	9,004.41
General Journal	10/31/2025	647	Anker ...	1621.01 · Steel - Anker Tank (Steel - Anker ...	Enterprise:...	-11,797.50	20,801.91
General Journal	10/31/2025	647	Anker ...	2326 · Construction Retention (Constructio...	Enterprise:...	-11,797.50	9,004.41
Bill	10/31/2025	#6	Anker ...	5810.20 · 20-Construction (20-Construction)	Enterprise:...	224,152.50	233,156.91
Total Anker Tank Replacement						233,156.91	233,156.91
<b>Interfund Expenses/Fire</b>							486.89
Bill	10/29/2025	707-839-0931 Oct 25	Interfu...	5310 · Telephone (Telephone)	Fire Depart...	676.47	1,163.36
Bill	10/31/2025	1025-23	Interfu...	5220 · Audit Services (Audit Services)	Fire Depart...	1,810.83	2,974.19
Bill	10/31/2025	CL 25-931487	Interfu...	5365 · Fuel Expenses (Fuel Expenses)	Fire Depart...	99.51	3,073.70
Bill	10/31/2025	Oct 2025	Interfu...	5335 · Water (Water)	Fire Depart...	59.48	3,133.18
Bill	10/31/2025	939592	Interfu...	5400.02 · Building Maintenance (Building M...	Fire Depart...	120.39	3,253.57
Bill	10/31/2025	AMZ 7456208	Interfu...	5390.01 · Office Supplies (Supplies (paper, ...	Fire Depart...	230.38	3,483.95
Bill	10/31/2025	AMZ4161069	Interfu...	5390.01 · Office Supplies (Supplies (paper, ...	Fire Depart...	22.47	3,506.42
Bill	10/31/2025	Oct 2025	Interfu...	5366 · Mileage & Travel (Mileage & Travel)	Fire Depart...	30.10	3,536.52
Bill	11/01/2025	13374	Interfu...	5390.02 · Office Software (Software license...	Fire Depart...	250.00	3,786.52
Bill	11/01/2025	124837	Interfu...	5700 · Licenses & Fees	Fire Depart...	140.00	3,926.52
Bill	11/07/2025	Nov 2025	Interfu...	5345 · Internet Service (Internet Service)	Fire Depart...	183.57	4,110.09
Bill	11/13/2025	Nov 2025	Interfu...	5075 · Chief Expenses - Fire (Chief Expens...	Fire Depart...	50.00	4,160.09
Paycheck	11/14/2025	8108	Interfu...	6560 · Payroll Expenses	Fire Depart...	155.88	4,315.97
Paycheck	11/14/2025	8108	Interfu...	6560 · Payroll Expenses	Fire Depart...	0.00	4,315.97
Paycheck	11/14/2025	8108	Interfu...	6560 · Payroll Expenses	Fire Depart...	9.66	4,325.63
Paycheck	11/14/2025	8108	Interfu...	6560 · Payroll Expenses	Fire Depart...	2.26	4,327.89
Paycheck	11/14/2025	8108	Interfu...	6560 · Payroll Expenses	Fire Depart...	0.00	4,327.89
Total Interfund Expenses/Fire						3,841.00	4,327.89
<b>Interfund Expenses/Sewer</b>							147.34
Bill	10/31/2025	1025-23	Interfu...	5220 · Audit Services (Audit Services)	Enterprise:...	1,810.83	1,958.17
Bill	10/31/2025	9115	Interfu...	5210 · Legal Services (Legal Services)	Enterprise:...	202.50	2,160.67
Bill	10/31/2025	0015391	Interfu...	5020 · Purchased Sewer Services (Purchas...	Enterprise:...	18,353.34	20,514.01
Bill	10/31/2025	0015391	Interfu...	5020 · Purchased Sewer Services (Purchas...	Enterprise:...	77.61	20,591.62
Bill	10/31/2025	AMZ 7456208	Interfu...	5390.01 · Office Supplies (Supplies (paper, ...	Enterprise:...	230.39	20,822.01
Bill	10/31/2025	AMZ4161069	Interfu...	5390.01 · Office Supplies (Supplies (paper, ...	Enterprise:...	22.47	20,844.48
Bill	10/31/2025	INV-XPR029328	Interfu...	5625.02 · Merchant Fees (Merchant Fees)	Enterprise:...	146.48	20,990.96
Check	10/31/2025	E-Pay	Interfu...	5625.01 · Bank Fees (Bank Fees)	Enterprise:...	14.97	21,005.93
Bill	10/31/2025	0912-1 Oct 2025	Interfu...	5320 · Electric (Electric)	Enterprise:...	834.44	21,840.37
Bill	10/31/2025	Oct 2025	Interfu...	5115.1 · COBL - Maintenance & Operations	Enterprise:...	1,000.00	22,840.37
Bill	10/31/2025	Oct 2025	Interfu...	5110.1 · HBMWD Admin & Billing (HBMWD...	Enterprise:...	553.70	23,394.07
Bill	10/31/2025	Oct 2025	Interfu...	5110.1 · HBMWD Admin & Billing (HBMWD...	Enterprise:...	438.70	23,832.77
Bill	10/31/2025	Oct 2025	Interfu...	5110.1 · HBMWD Admin & Billing (HBMWD...	Enterprise:...	3,434.11	27,266.88
Bill	10/31/2025	Oct 2025	Interfu...	5110.1 · HBMWD Admin & Billing (HBMWD...	Enterprise:...	128.71	27,395.59
Bill	10/31/2025	Oct 2025	Interfu...	5366 · Mileage & Travel (Mileage & Travel)	Enterprise:...	30.10	27,425.69
Bill	11/01/2025	13374	Interfu...	5390.02 · Office Software (Software license...	Enterprise:...	125.00	27,550.69
Bill	11/04/2025	380-0080331	Interfu...	5122.5 · Rate Study	Enterprise:...	501.24	28,051.93
Paycheck	11/14/2025	8108	Interfu...	6560 · Payroll Expenses	Enterprise:...	1,091.16	29,143.09
Paycheck	11/14/2025	8108	Interfu...	6560 · Payroll Expenses	Enterprise:...	0.00	29,143.09
Paycheck	11/14/2025	8108	Interfu...	6560 · Payroll Expenses	Enterprise:...	67.65	29,210.74
Paycheck	11/14/2025	8108	Interfu...	6560 · Payroll Expenses	Enterprise:...	15.82	29,226.56
Paycheck	11/14/2025	8108	Interfu...	6560 · Payroll Expenses	Enterprise:...	0.00	29,226.56
Total Interfund Expenses/Sewer						29,079.22	29,226.56
<b>Interfund Expenses/Water</b>							1,568.87
Bill	10/31/2025	1025-23	Interfu...	5220 · Audit Services (Audit Services)	Enterprise:...	1,810.84	3,379.71
Bill	10/31/2025	AMZ 7456208	Interfu...	5390.01 · Office Supplies (Supplies (paper, ...	Enterprise:...	230.39	3,610.10
Bill	10/31/2025	AMZ4161069	Interfu...	5390.01 · Office Supplies (Supplies (paper, ...	Enterprise:...	22.47	3,632.57
Bill	10/31/2025	INV-XPR029328	Interfu...	5625.02 · Merchant Fees (Merchant Fees)	Enterprise:...	244.97	3,877.54
Check	10/31/2025	E-Pay	Interfu...	5625.01 · Bank Fees (Bank Fees)	Enterprise:...	25.03	3,902.57
Bill	10/31/2025	Oct 2025	Interfu...	5010 · Purchased Water (Purchased Water)	Enterprise:...	1,021.34	4,923.91
Bill	10/31/2025	Oct 2025	Interfu...	5010 · Purchased Water (Purchased Water)	Enterprise:...	14,878.71	19,802.62
Bill	10/31/2025	Oct 2025	Interfu...	5010 · Purchased Water (Purchased Water)	Enterprise:...	2,980.45	22,783.07
Bill	10/31/2025	Oct 2025	Interfu...	5010 · Purchased Water (Purchased Water)	Enterprise:...	736.42	23,519.49
Bill	10/31/2025	Oct 2025	Interfu...	5010 · Purchased Water (Purchased Water)	Enterprise:...	220.77	23,740.26
Bill	10/31/2025	Oct 2025	Interfu...	5400.01 · Line Repairs Maintenance (Line ...	Enterprise:...	328.13	24,068.39
Bill	10/31/2025	Oct 2025	Interfu...	5110.1 · HBMWD Admin & Billing (HBMWD...	Enterprise:...	707.53	24,775.92
Bill	10/31/2025	Oct 2025	Interfu...	5110.1 · HBMWD Admin & Billing (HBMWD...	Enterprise:...	560.58	25,336.50
Bill	10/31/2025	Oct 2025	Interfu...	5110.1 · HBMWD Admin & Billing (HBMWD...	Enterprise:...	4,388.24	29,724.74
Bill	10/31/2025	Oct 2025	Interfu...	5110.1 · HBMWD Admin & Billing (HBMWD...	Enterprise:...	164.48	29,889.22
Bill	10/31/2025	Oct 2025	Interfu...	5110.2 · HBMWD - Maintenance & Operati...	Enterprise:...	14,336.22	44,225.44
Bill	10/31/2025	Oct 2025	Interfu...	5110.2 · HBMWD - Maintenance & Operati...	Enterprise:...	1,688.40	45,913.84
Bill	10/31/2025	Oct 2025	Interfu...	5110.2 · HBMWD - Maintenance & Operati...	Enterprise:...	348.00	46,261.84
Bill	10/31/2025	Oct 2025	Interfu...	5110.2 · HBMWD - Maintenance & Operati...	Enterprise:...	352.52	46,594.36
Bill	10/31/2025	Oct 2025	Interfu...	5110.2 · HBMWD - Maintenance & Operati...	Enterprise:...	251.74	46,846.10
Bill	10/31/2025	Oct 2025	Interfu...	5110.2 · HBMWD - Maintenance & Operati...	Enterprise:...	33.75	46,879.85
Bill	10/31/2025	Oct 2025	Interfu...	5110.2 · HBMWD - Maintenance & Operati...	Enterprise:...	0.00	46,879.85
Bill	10/31/2025	Oct 2025	Interfu...	5110.2 · HBMWD - Maintenance & Operati...	Enterprise:...	136.31	47,016.16
Bill	10/31/2025	Oct 2025	Interfu...	5110.2 · HBMWD - Maintenance & Operati...	Enterprise:...	0.00	47,016.16
Bill	10/31/2025	Oct 2025	Interfu...	5366 · Mileage & Travel (Mileage & Travel)	Enterprise:...	30.10	47,046.26
Bill	11/01/2025	13374	Interfu...	5390.02 · Office Software (Software license...	Enterprise:...	125.00	47,171.26
Bill	11/04/2025	380-0080331	Interfu...	5122.5 · Rate Study	Enterprise:...	751.86	47,923.12
Bill	11/04/2025	380-0080329	Interfu...	5122 · Special Studies (Engineering Fees p...	Enterprise:...	1,029.52	48,952.64
Bill	11/13/2025	Nov 2025	Interfu...	5070 · Directors' Fees - Water (Directors' F...	Enterprise:...	50.00	49,002.64
Bill	11/13/2025	Nov 2025	Interfu...	5070 · Directors' Fees - Water (Directors' F...	Enterprise:...	50.00	49,052.64
Bill	11/13/2025	Nov 2025	Interfu...	5070 · Directors' Fees - Water (Directors' F...	Enterprise:...	50.00	49,102.64
Bill	11/13/2025	Nov 2025	Interfu...	5070 · Directors' Fees - Water (Directors' F...	Enterprise:...	50.00	49,152.64
Bill	11/13/2025	Nov 2025	Interfu...	5070 · Directors' Fees - Water (Directors' F...	Enterprise:...	50.00	49,202.64
Paycheck	11/14/2025	8108	Interfu...	6560 · Payroll Expenses	Enterprise:...	1,091.16	50,293.80
Paycheck	11/14/2025	8108	Interfu...	6560 · Payroll Expenses	Enterprise:...	0.00	50,293.80
Paycheck	11/14/2025	8108	Interfu...	6560 · Payroll Expenses	Enterprise:...	67.65	50,361.45

**Fieldbrook Glendale Community Services District**  
**Interfund Activity Report**  
As of November 18, 2025

Type	Date	Num	Name	Account	Class	Amount	Balance
Paycheck	11/14/2025	8108	Interfu...	6560 · Payroll Expenses	Enterprise:...	15.82	50,377.27
Paycheck	11/14/2025	8108	Interfu...	6560 · Payroll Expenses	Enterprise:...	0.00	50,377.27
Total Interfund Expenses/Water						48,808.40	50,377.27
<b>TOTAL</b>						<b>314,885.53</b>	<b>317,088.63</b>

**Fieldbrook Glendale Community Services District**  
**Check Register for this Month**  
**October 29 through November 18, 2025**

Type	Date	Num	Name	Amount
<b>1000 · Coast Central Credit Union</b>				
<b>1012 · General Fund Checking</b>				
<b>1015 · Water Dept Checking</b>				
Bill Pmt -Check	11/13/2025	8089	City of Arcata	-18,430.95
Bill Pmt -Check	11/13/2025	8090	City of Blue Lake	-1,000.00
Bill Pmt -Check	11/13/2025	8091	GHD, Inc	-2,282.62
Bill Pmt -Check	11/13/2025	8092	GR Sundberg, Inc	-224,152.50
Bill Pmt -Check	11/13/2025	8093	Humboldt Bay M&O	-27,831.12
Bill Pmt -Check	11/13/2025	8094	Humboldt Bay Municip...	-19,837.69
Bill Pmt -Check	11/13/2025	8095	Humboldt County DEH	-140.00
Bill Pmt -Check	11/13/2025	8096	Mitchell Law Firm, LLP	-202.50
Bill Pmt -Check	11/13/2025	8097	North Valley Labor Co...	-750.00
Bill Pmt -Check	11/13/2025	8098	OConnor and Co	-5,432.50
Bill Pmt -Check	11/13/2025	8099	Richard A. Hanger	-848.87
Bill Pmt -Check	11/13/2025	8100	Standing Wave Engin...	-8,254.41
Bill Pmt -Check	11/13/2025	8101	Thomas Home Center	-120.39
Bill Pmt -Check	11/13/2025	8102	Chris Appleton	-50.00
Bill Pmt -Check	11/13/2025	8103	Janet Miller	-50.00
Bill Pmt -Check	11/13/2025	8104	Jason Garlick	-50.00
Bill Pmt -Check	11/13/2025	8105	Rich Grissom	-50.00
Bill Pmt -Check	11/13/2025	8106	Roy Sheppard	-50.00
Bill Pmt -Check	11/13/2025	8107	Starr Kilian	-50.00
Paycheck	11/14/2025	8108	Richard A Hanger	-1,652.87
Total 1015 · Water Dept Checking				-311,236.42
Total 1012 · General Fund Checking				-311,236.42
Total 1000 · Coast Central Credit Union				-311,236.42
<b>TOTAL</b>				<b>-311,236.42</b>

**Fieldbrook Glendale Community Services District**  
**Check Register for this Month**  
**October 29 through November 18, 2025**

Type	Date	Num	Name	Amount
<b>1000 · Coast Central Credit Union</b>				
<b>1012 · General Fund Checking</b>				
<b>1015 · Water Dept Checking</b>				
Bill Pmt -Check	10/29/2025	ACH	AT&T	-676.47
Bill Pmt -Check	10/29/2025	ACH	PG&E	-5.19
Bill Pmt -Check	10/29/2025	ACH	PG&E	-1,321.53
Bill Pmt -Check	10/29/2025	ACH	PG&E	-303.32
Bill Pmt -Check	10/29/2025	ACH	PG&E	-9.63
Check	10/31/2025	E-Pay	Coast Central Credit U...	-40.00
Bill Pmt -Check	11/05/2025	ACH	Infinite Consulting Ser...	-500.00
Bill Pmt -Check	11/05/2025	ACH	Valley Pacific	-99.51
Bill Pmt -Check	11/05/2025	ACH	Fieldbrook Glendale C...	-59.48
Bill Pmt -Check	11/06/2025	ACH	XPress Bill Pay	-391.45
Liability Check	11/07/2025	E-pay	EDD	0.00
Liability Check	11/07/2025	E-pay	United States Treasury	0.00
Bill Pmt -Check	11/07/2025	ACH	PG&E	-834.44
Liability Check	11/10/2025	E-pay	EDD	-184.48
Liability Check	11/10/2025	E-pay	United States Treasury	-679.76
Bill Pmt -Check	11/11/2025	ACH	Optimum	-183.57
Total 1015 · Water Dept Checking				-5,288.83
Total 1012 · General Fund Checking				-5,288.83
Total 1000 · Coast Central Credit Union				-5,288.83
<b>TOTAL</b>				<b>-5,288.83</b>

**Fieldbrook Glendale Community Services District  
Payroll Summary**

**October 29 through November 18, 2025**

	Richard A Hanger			TOTAL		
	Hours	Rate	Oct 29 - Nov 18, 25	Hours	Rate	Oct 29 - Nov 18, 25
<b>Employee Wages, Taxes and Adjustments</b>						
<b>Gross Pay</b>						
Hourly Rate	60	38.97	2,338.20	60.00		2,338.20
Hourly Sick		38.97	0.00			0.00
<b>Total Gross Pay</b>	60		2,338.20	60.00		2,338.20
<b>Adjusted Gross Pay</b>	60		2,338.20	60.00		2,338.20
<b>Taxes Withheld</b>						
Federal Withholding			-322.00			-322.00
Medicare Employee			-33.90			-33.90
Social Security Employee			-144.96			-144.96
CA - Withholding			-156.42			-156.42
CA - Disability Employee			-28.05			-28.05
Medicare Employee Addl Tax			0.00			0.00
<b>Total Taxes Withheld</b>			-685.33			-685.33
<b>Net Pay</b>	<b>60</b>		<b>1,652.87</b>	<b>60.00</b>		<b>1,652.87</b>
<b>Employer Taxes and Contributions</b>						
Medicare Company			33.90			33.90
Social Security Company			144.96			144.96
CA - Unemployment Company			0.00			0.00
CA - Employment Training Tax			0.00			0.00
<b>Total Employer Taxes and Contributions</b>			<b>178.86</b>			<b>178.86</b>

## Fieldbrook Glendale Community Services District Journal

October 29 through November 18, 2025

Trans #	Type	Date	Num	Name	Memo	Account	Debit	Credit
23257	General Journal	10/29/2025	645		Donated by fire department auxiliary Donated by fire department auxilar...	1672 · Infrared Camera (Infra... 4396 · In Kind Revenue	5,648.90	5,648.90
							5,648.90	5,648.90
23258	General Journal	10/29/2025	646		-MULTIPLE- Reconcile Cash -MULTIPLE- Reconcile Cash Reconcile Cash Reconcile Cash	1027 · Water Asset - Cash 1029 · Fire Asset - Cash 1027 · Water Asset - Cash 1028 · Sewer Asset - Cash 1027.01 · Water - Anker Lan... 1027.01 · Water - Anker Lan...	76.78 5,361.01  121,613.68	121,690.46   1,002.83 4,358.18
							127,051.47	127,051.47
23315	General Journal	10/31/2025	647	Anker Tan... Anker Tan...	5% Construction retention - GRS p... 5% Construction retention - GRS p...	1621.01 · Steel - Anker Tank ... 2326 · Construction Retentio...	11,797.50	11,797.50
							11,797.50	11,797.50
23323	General Journal	10/31/2025	648		Monthly Depreciation Monthly Depreciation Monthly Depreciation Monthly Depreciation	5350 · Depreciation Expenses 1710 · Water Accumulated D... 1720 · Sewer Accumulated D... 1730 · Fire Accumulated Dep...	16,520.00	3,663.00 9,028.00 3,829.00
							16,520.00	16,520.00
23326	General Journal	10/31/2025	649	Fieldbrook... Fieldbrook...	Hudson completed covid contract Hudson completed covid contract	1210 · A/R Water 1226 · Provision for A/R Wat...	11,074.42	11,074.42
							11,074.42	11,074.42
23327	General Journal	10/31/2025	650	Fieldbrook... Fieldbrook...	Hudson completed covid contract Hudson completed covid contract	1220 · A/R Sewer 1227 · Provision for A/R Sew...	8,542.52	8,542.52
							8,542.52	8,542.52
23328	General Journal	10/31/2025	651	Fieldbrook...	Provolt returned item Provolt returned item	5590.02 · Returned Checks (... 1210 · A/R Water	84.37	84.37
							84.37	84.37
23333	General Journal	10/31/2025	652		Provolt Redeposit Misc charge fro... Provolt Redeposit Misc charge fro...	4157 · Water Misc. Chg (Wa... 1027 · Water Asset - Cash	742.37	742.37
							742.37	742.37
<b>TOTAL</b>							<b>181,461.55</b>	<b>181,461.55</b>

# Order Summary

Order placed October 31, 2025    Order # 112-7484581-7456208

## Ship to

Jannett Hanger  
5021 MITCHELL RD  
EUREKA, CA 95503-9781  
United States

## Payment method

Prime Visa ending in 1664  
Get 5% back, and additional rewards on select items  
charged to this card

[View related transactions](#)

## Order Summary

Item(s) Subtotal:	\$635.56
Shipping & Handling:	\$0.00
Total before tax:	\$635.56
Estimated tax to be collected:	\$55.60
<b>Grand Total:</b>	<b>\$691.16</b>

## Delivered November 4



HP 210A Yellow Toner Cartridge | Works Color Laserjet Pro 4201, Color Laserjet Pro MFP 4301 Series | W2102A

Sold by: Amazon.com

Supplied by: Other

Return or replace items: Eligible through December 4, 2025

\$138.89



HP 210A Magenta Toner Cartridge | Works Color Laserjet Pro 4201, Color Laserjet Pro MFP 4301 Series | W2103A

Sold by: Amazon.com

Supplied by: Other

Return or replace items: Eligible through December 4, 2025

\$138.89



HP 210A Cyan Toner Cartridge | Works Color Laserjet Pro 4201, Color Laserjet Pro MFP 4301 Series | W2101A

Sold by: Amazon.com

Supplied by: Other

Return or replace items: Eligible through December 4, 2025

\$138.89



HP 210X Black High-Yield Toner Cartridge | Works Color Laserjet Pro 4201, Color Laserjet Pro MFP 4301 Series | W2100X

Sold by: Amazon.com

Supplied by: Other

Return or replace items: Eligible through December 4, 2025

\$218.89

# Order Summary

Order placed October 31, 2025

Order # 112-0495904-4161069

## Ship to

Jannett Hanger  
5021 MITCHELL RD  
EUREKA, CA 95503-9781  
United States

## Payment method

Prime Visa ending in 1664  
Earns 5% back

[View related transactions](#)

## Order Summary

Item(s) Subtotal:	\$61.99
Shipping & Handling:	\$0.00
Total before tax:	\$61.99
Estimated tax to be collected:	\$5.42
<b>Grand Total:</b>	<b>\$67.41</b>

## Delivered November 5



Amazon Basics 30% Recycled Multipurpose Copy Printer Paper, 8.5 x 11 Inches, 20 lb, 10 Ream, (5,000 Sheets), 92 Bright, White

Sold by: Amazon.com

Supplied by: Other

Return or replace items: Eligible through December 5, 2025

\$61.99





**Agenda Background**

**Meeting Date:**

**Agenda Title:**

**Agenda Item:**

**Presented by:**

**Type of Item:**

**Type of Action Required:**



**FIELDBROOK GLENDALE COMMUNITY SERVICES DISTRICT  
PROFESSIONAL SERVICES AGREEMENT**

This Professional Services Agreement (“*Agreement*”) for professional services is made on \_\_\_\_\_, 2025, between Fieldbrook Glendale Community Services District, a local public agency (“*District*”), and \_\_\_\_\_, a California \_\_\_\_\_ (“*Consultant*”).

**1. Scope of Services.** Consultant shall provide to District the professional services described in the Scope of Services, attached hereto as **Attachment A** and incorporated herein (the “*Services*”). Only the District’s governing body or the District General Manager may authorize any change or addition to the Scope of Services specified in **Attachment A**. Any such authorization shall be in writing and signed by the parties to be effective.

**2. Term.** This Agreement shall become effective on \_\_\_\_\_ and shall continue in effect until the Services are completed, unless terminated sooner in accordance with Section 12 of this Agreement. Time is of the essence in respect to all provisions of this Agreement that specify a time for performance.

**3. Compensation.** For the full and satisfactory completion of the Services, District shall compensate Consultant on a Time and Materials as needed basis as described in **Attachment B**.

**4. Prevailing Wage Laws.** Services by persons deemed to be employees of Consultant possibly may be subject to prevailing wages under California Labor Code Sections 1770-1781. Consultant has the sole responsibility to comply with those requirements, should they apply. If a dispute based upon the prevailing wage laws occurs, Consultant, at its expense, shall indemnify, defend (including Consultant’s providing and paying for legal counsel for District), and hold harmless District, its officers, agents, employees, and representatives from and against all liability, claims, suits, demands, damages, fines, penalties, wages, costs, or expenses pertaining to the prevailing wage laws.

**5. Payment.** District shall pay Consultant for services satisfactorily provided during each calendar month within thirty (30) days following District receipt and approval of a detailed invoice. Amounts unpaid 30 days after receipt of the invoice shall bear interest from the date payment is due at the rate of ten percent (10%) per annum until paid. The invoice must include, at a minimum:

- 5.1 A description of the specific Services provided,
- 5.2 the name of the individual providing the Services,
- 5.3 the date(s) upon which the Services were provided,
- 5.4 the time spent providing the Services,
- 5.5 the amount due for the Services and the basis for calculating the amount due, and
- 5.6 an itemized summary of Allowable Reimbursable Expenses.

## **6. Independent Contractor.**

6.1 Consultant understands and acknowledges that Consultant is an independent contractor, not an employee, partner, agent, or principal of District. This Agreement does not create a partnership, joint venture, association, or employer-employee relationship between the Parties. At its own expense, Consultant is responsible for providing compensation; employment benefits; disability, unemployment, and other insurance; workers' compensation; training; permits and licenses; and office space for Consultant and for Consultant's employees and Subconsultants. Consultant has, and shall retain, the right to exercise full control over the employment, direction, compensation, and discharge of all persons whom Consultant uses in performing the Services under this Agreement. Consultant shall provide the Services in Consultant's own manner and method, except as this Agreement specifies. Consultant shall treat a provision in the Consultant Agreement that may appear either to give District the right to direct Consultant as to the details of doing the work, or to exercise a measure of control over the work, as giving Consultant direction only as to the end result of the work.

6.2 Consultant shall indemnify, defend (including Consultant's providing and paying for legal counsel for District), and hold harmless District for any obligation; claim; suit; demand for tax or retirement contribution, including any contribution or payment to the Public Employees Retirement System (PERS); social security; salary or wages; overtime, penalty, or interest payment; or workers' compensation payment that District may be required to make on behalf of Consultant, an employee of Consultant, or any employee of Consultant construed to be an employee of District, for the work done under this Agreement.

## **7. Consultant's Warranties.**

7.1 Consultant warrants that all Services provided under this Agreement shall be performed in accordance with generally accepted professional practices and standards for Consultant's profession in the state.

7.2 Consultant warrants that all Services provided under this Agreement shall be performed in accordance with applicable federal, state, and local laws and regulations.

7.3 Consultant warrants that Consultant has no present interest which would conflict in any manner with the performance of Services on the District's behalf.

7.4 Consultant represents and warrants that it is now, and will remain for the duration of its Services, properly licensed, qualified, experienced, and equipped to perform the Services.

7.5 Consultant possesses the competence, experience, expertise, skill, facilities, equipment, personnel, financial wherewithal, and other resources necessary to perform this Agreement and the Services in a professional and competent manner.

7.6 Consultant represents and warrants that the Services and the sale or use of the Services shall not infringe, directly or indirectly, on any valid patent, copyright or

trademark, and Consultant shall, at Consultant 's sole cost and expense, indemnify, defend and hold harmless the District from and against any and all claims and causes of action based on alleged or actual infringements thereof.

7.7 These warranties shall survive the expiration or termination of this Agreement, and are in addition to any warranties provided by law. No payment to Consultant for any Services performed hereunder (including, without limitation, final payment) shall constitute a waiver of any Claims by the District against Consultant relating to the Services.

7.8 Consultant shall comply with the Fieldbrook Glendale Community Services District Conflict of Interest Code and the California Political Reform Act and applicable regulations promulgated by the Fair Political Practices Commission.

**8. Notice.** Any notice, billing, or payment required by this Agreement must be made in writing, and sent to the other party by personal delivery, U.S. Mail, a reliable overnight delivery service, facsimile, or by e-mail as a .pdf (or comparable) file. Notice is deemed effective upon delivery unless otherwise specified. Notice for each party shall be given as follows:

District: Fieldbrook Glendale Community Services District  
Attn: Richard Hanger, General Manager  
P.O. Box 2715  
McKinleyville, CA 95519  
Phone: (707) 499-1963  
Email: GM@fgcsd.org

Consultant: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

**9. Indemnity.**

9.1 General. For purposes of the following indemnification provisions, the phrases “design professional” and “design professional services” shall have the same meaning as set forth in California Civil Code section 2782.8. If any term, provision or application of this Section 9 is found to be invalid, in violation of public policy or unenforceable to any extent, such finding shall not invalidate any other term or provision of this Section 9 and such other terms and provisions shall continue in full force and effect. If there is any conflict between the terms, provisions or application of this Section 9 and the provisions of California Civil Code Sections 2782 or 2782.8, the broadest indemnity protection for the District under this Section 9 that is permitted by law shall be provided by Consultant.

9.2 Indemnification for Design Professional Services Claims. Consultant shall indemnify, defend and hold harmless the District, its governing board, directors, officers,

employees, and agents against any claims that arise out of, or pertain to, or relate to the negligence, recklessness, or willful misconduct of Consultant, its employees, subcontractors, and agents in the performance of design professional services under this Agreement, excepting only liability arising from the sole negligence, active negligence or willful misconduct of District, or defect in a design furnished by District, but in no event shall the amount of such Consultant's liability exceed such Consultant's proportionate percentage of fault as determined by a court, arbitrator or mediator, or as set out in a settlement agreement. In the event one (1) or more defendants to any action involving such claim or claims against District is unable to pay its share of defense costs due to bankruptcy or dissolution of the business, Consultant shall meet and confer with the other parties to such action regarding unpaid defense costs. Notwithstanding the foregoing, for any direct claims initiated by the District exclusively against Consultant unrelated to, and without limitation on, Consultant's indemnity or defense obligations for third-party claims, Consultant will not be obligated to provide the District a defense for the direct claim but, in the event the District prevails in such direct claim, Consultant shall be subject to Section 15.13, below, concerning the reimbursement of its reasonable attorneys' fees and court costs.

9.3 Indemnification for All Other Claims or Loss. For any claim, loss, injury, damage, expense or liability other than claims arising out of Consultant's performance of design professional services under this Agreement (e.g., those types of claims usually covered by general liability insurance or automotive liability insurance), Consultant shall indemnify, defend and hold harmless District, its governing board, directors, officers, employees, and agents against any claim for loss, injury, damage, expense or liability resulting from or alleging injury to or death of any person or loss of use of or damage to property, arising from or related to the performance of services under this Agreement by Consultant, its employees, subcontractors, or agents, excepting only liability arising from the sole negligence, active negligence or willful misconduct of District, or defect in a design furnished by District.

9.4 Indemnification Not Limited by Availability of Insurance; Survival. The obligations set forth in this Section 9 (including, without limitation, the indemnification and defense obligations) are not limited by any limitation on the amount, coverage or type of damages available under any applicable insurance policy held by Consultant and shall survive the expiration or early termination of this Agreement with respect to any liability subject to the indemnity obligations created by this Agreement.

**10. Insurance.** Consultant shall comply with the Insurance Requirements for Professional Services, as described in **Attachment C** hereto and incorporated herein, during the Term of this Agreement.

**11. Dispute Resolution.** In the event that any dispute arises between the parties in relation to this Agreement, the parties agree to meet face to face as soon as possible to engage in a good faith effort to resolve the matter informally. In the event that any dispute arises between the parties in relation to this Agreement, and the dispute is not resolved by informal discussions, the parties agree to submit the dispute to mediation.

11.1 Either party may give written notice to the other party of a request to submit a dispute to mediation, and a mediation session must take place within sixty (60) days after

the date that such notice is given, or sooner if reasonably practicable. The parties shall jointly appoint a mutually acceptable mediator. The parties further agree to share equally the costs of the mediation, except costs incurred by each party for representation by legal counsel.

11.2 Good faith participation in mediation pursuant to this Section is a condition precedent to either party commencing litigation in relation to the dispute.

## **12. Early Termination.**

12.1 **Termination for Convenience.** District may terminate this Agreement for convenience by giving ten (10) calendar days written notice to Consultant. In the event District elects to terminate the Agreement without cause, it shall pay Consultant for services satisfactorily provided up to the effective date of termination.

12.2 **Termination for Cause.** If either party breaches this Agreement by failing to timely or satisfactorily perform any of its obligations or otherwise violates the terms of this Agreement, the other party may terminate this Agreement by giving written notice ten (10) calendar days prior to the effective date of termination, specifying the reason and the effective date of the termination. Consultant shall be entitled to payment for all services satisfactorily provided up to the effective date of termination, except that the District may withhold from that payment the amount of costs the District incurred, if any, because of Consultant's alleged breach of the Agreement.

**13. Work Product.** District shall be the sole owner of all rights to any work product in any form which has been prepared by Consultant on District's behalf pursuant to this Agreement, unless otherwise specified in writing by the parties.

**14. Audit.** During this Agreement's Term and for a period of four (4) years after the expiration, cancellation, or termination of this Agreement, or any extension of it, Consultant shall:

14.1 Keep and maintain, in their original form, all records, books, papers, or documents related to Consultant's performance of this Agreement; and

14.2 Permit District or its authorized representatives, at all reasonable times, to have access to, examine, audit, excerpt, copy, photocopy, photograph, or transcribe all records, books, papers, or documents related to Consultant's performance of this Agreement including, but not limited to: direct and indirect charges, and detailed documentation, for work Consultant has performed or will perform under this Agreement.

## **15. General Provisions.**

15.1 **Assignment and Successors.** Neither party may transfer or assign its rights or obligations under this Agreement, in part or in whole, without the other party's prior written consent. This Agreement is binding on the heirs, successors, and permitted assigns of the parties hereto.

15.2 **Third Party Beneficiaries.** There are no intended third party beneficiaries to this Agreement.

15.3 **Nondiscrimination.** Consultant shall comply with all applicable federal, state and local laws, rules and regulations regarding nondiscrimination in employment because of race, color, ancestry, national origin, religion, sex, marital status, age, medical condition, disability, or other prohibited basis. All nondiscrimination rules or regulations required by law to be included in this Agreement are incorporated by this reference.

15.4 **Choice of Law and Venue.** This Agreement shall be governed by California law, and venue shall be in the Superior Court for the county in which District is located, and no other place.

15.5 **Severability.** If any provision of this Agreement is determined to be illegal, invalid, or unenforceable, in part or in whole, the remaining provisions, or portions of the Agreement shall remain in full force and effect.

15.6 **Amendment.** No amendment or modification of this Agreement shall be binding unless it is in a writing duly authorized and signed by the parties to this Agreement.

15.7 **Provisions Deemed Inserted.** Every provision of law required to be inserted in this Agreement shall be deemed to be inserted, and this Agreement shall be construed and enforced as though included. If it is discovered that through mistake or otherwise that any required provision is not inserted, or not correctly inserted, this Agreement shall be amended to make the insertion or correction.

15.8 **Entire Agreement.** This Agreement constitutes the final, complete, and exclusive statement of the terms of the agreement between the parties regarding the subject matter of this Agreement and supersedes all prior written or oral understandings or agreements of the parties.

15.9 **Attachments.** If any provision in any attachment to this Agreement conflicts with or is inconsistent with the provisions set forth in the body of this Agreement, the provisions set forth in the body of this Agreement shall control over the conflicting or inconsistent provisions in the attachment.

15.10 **Waiver.** No waiver of a breach, failure of any condition, or any right or remedy contained in or granted by the provisions of this Agreement shall be effective unless it is in writing and signed by the party waiving the breach, failure, right, or remedy. No waiver of any breach, failure, right, or remedy shall be deemed a waiver of any other breach, failure, right, or remedy, whether or not similar, nor shall any waiver constitute a continuing waiver unless the writing so specifies.

15.11 **Force Majeure.** If either party is delayed or hindered in or prevented from the performance of any act required hereunder because of strikes, lockouts, inability to procure

labor or materials, failure of power, riots, insurrection, war, fire or other casualty, or other reason beyond the reasonable control of the party delayed, excluding financial inability (“Force Majeure Event”), performance of that act shall be excused for the period during which the Force Majeure Event prevents such performance, and the period for that performance shall be extended for an equivalent period. Delays or failures to perform resulting from lack of funds shall not be Force Majeure Events.

**15.12 Headings.** The headings in this Agreement are included for convenience only and shall neither affect the construction or interpretation of any provision in this Agreement nor affect any of the rights or obligations of the parties to this Agreement.

**15.13 Attorneys Fees and Venue for Disputes.** If litigation becomes necessary to enforce the terms and provisions of this Agreement or as a result of any breach by Consultant or the District of this Agreement, the prevailing party in any such litigation shall be entitled to recover reasonable attorney’s fees and costs. The Humboldt County Superior Court for the State of California shall have exclusive jurisdiction over any dispute arising out of this Agreement or Consultant’s provision of Services hereunder, and shall serve as the venue for any such dispute. All parties expressly consent to this designation of jurisdiction and venue.

**15.14 Execution in Counterparts/Electronic Signatures.** This Agreement may be executed in multiple separate counterparts, each of which shall be deemed to be an original, and all of which shall constitute a single agreement. Signatures of the Parties transmitted by email, DocuSign or other electronic means shall be deemed to be their original signatures for all legal and other purposes.

**15.15 Authorization.** Each individual executing this Agreement, or its counterpart, on behalf of the respective party, warrants that he/she is authorized to do so and that this Agreement constitutes the legally binding obligation of the entity which he/she represents.

**16.16 Government Code 1097.6 Safe Harbor.** Consultant’s duties and services under this agreement shall not include preparing or assisting the public entity with any portion of the public entity’s preparation of a request for proposals, request for qualifications, or any other solicitation regarding a subsequent or additional contract with the public entity. The public entity entering this agreement shall at all times retain responsibility for public contracting, including with respect to any subsequent phase of this project. Consultant’s participation in the planning, discussions, or drawing of project plans or specifications shall be limited to conceptual, preliminary, or initial plans or specifications. Consultant shall cooperate with the public entity to ensure that all bidders for a subsequent contract on any subsequent phase of this project have access to the same information, including all conceptual, preliminary, or initial plans or specifications prepared by contractor pursuant to this agreement.

The parties agree to this Agreement as witnessed by the signatures below:

DISTRICT:

\_\_\_\_\_

s/ \_\_\_\_\_

\_\_\_\_\_  
Name/Title [print]

Date: \_\_\_\_\_

CONSULTANT:

*Ann Bechtel*  
\_\_\_\_\_

s/ \_\_\_\_\_

Ann Bechtel, Business Group Leader  
\_\_\_\_\_  
Name/Title [print]

Date: 11/7/2025  
\_\_\_\_\_

**Attachments:**

Attachment A: Scope of Services

Attachment B: Consultant's Fee Schedule

Attachment C: Insurance Requirements for Professional Services

**Attachment A**  
**Scope of Services**

**Attachment B**  
**Consultant's Fee Schedule**

**Attachment C**  
**Insurance Requirements for Professional Services**

Consultant shall procure and maintain for the duration of the contract insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by the Consultant, its agents, representatives, or employees.

**MINIMUM SCOPE AND LIMIT OF INSURANCE**

Coverage shall be at least as broad as:

1. Commercial General Liability (CGL): Insurance Services Office Form CG 00 01 covering CGL on an “occurrence” basis, including products and completed operations, property damage, bodily injury and personal & advertising injury with limits no less than \$1,000,000 per occurrence. If a general aggregate limit applies, either the general aggregate limit shall apply separately to this project/location (ISO CG 25 03 or 25 04) or the general aggregate limit shall be twice the required occurrence limit.
2. Automobile Liability: Insurance Services Office Form Number CA 0001 covering, Code 1 (any auto), or if Consultant has no owned autos, Code 8 (hired) and 9 (non-owned), with limit no less than \$1,000,000 per accident for bodily injury and property damage.
3. Workers’ Compensation insurance as required by the State of California, with Statutory Limits, and Employer’s Liability Insurance with limit of no less than \$1,000,000 per accident for bodily injury or disease. (Not required if Consultant provides written verification it has no employees)
4. Professional Liability (Errors and Omissions) Insurance appropriate to the Consultant’s profession, with limit no less than \$2,000,000 per occurrence or claim, \$2,000,000 aggregate. The Retroactive Date must be shown and must be before the date of the contract or the beginning of contract work. Insurance must be maintained and evidence of insurance must be provided for at least five (5) years after completion of the contract of work. If coverage is canceled or non-renewed, and not replaced with another claims-made policy form with a Retroactive Date prior to the contract effective date, the Consultant must purchase “extended reporting” coverage for a minimum of five (5) years after completion of contract work. A copy of the claims reporting requirements must be submitted to the District for review.

If the Consultant maintains broader coverage and/or higher limits than the minimums shown above, the District requires and shall be entitled to the broader coverage and/or higher limits maintained by the Consultant. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to the District.

## **Other Insurance Provisions**

The insurance policies are to contain, or be endorsed to contain, the following provisions: The District, its officers, officials, employees, and volunteers are to be covered as additional insureds on the CGL policy with respect to liability arising out of work or operations performed by or on behalf of the Consultant including materials, parts, or equipment furnished in connection with such work or operations.

General liability coverage can be provided in the form of an endorsement to the Consultant's insurance at least as broad as one of the following ISO ongoing operations Forms: CG 20 10 or CG 20 26 or CG 20 33 (not allowed from subcontractors), or CG 20 38; **and** one of the following ISO completed operations Forms: CG 20 37, CG 20 39 (not allowed from subcontractors), or CG 20 40.

## **Primary Coverage**

For any claims related to this contract, the Consultant's insurance coverage shall be primary insurance coverage at least as broad as ISO CG 20 01 04 13 as respects the District, its officers, officials, employees, and volunteers. Any insurance or self-insurance maintained by the District, its officers, officials, employees, or volunteers shall be excess of the Consultant's insurance and shall not contribute with it.

## **Notice of Cancellation**

Consultant shall provide immediate written notice if (1) any of the required insurance policies is terminated; (2) the limits of any of the required policies are reduced; (3) or the deductible or self-insured retention is increased. In the event of any cancellation or reduction in coverage or limits of any insurance, Consultant shall forthwith obtain and submit proof of substitute insurance.

## **Waiver of Subrogation**

Consultant hereby grants to District a waiver of any right to subrogation which any insurer of said Consultant may acquire against the District by virtue of the payment of any loss under such insurance. Consultant agrees to obtain any endorsement that may be necessary to affect this waiver of subrogation, but this provision applies regardless of whether or not the District has received a waiver of subrogation endorsement from the insurer. However, the Workers' Compensation policy shall be endorsed with a waiver of subrogation in favor of the District for all work performed by the Contractor, its employees, agents and subcontractors.

## **Self-Insured Retentions**

Self-insured retentions must be declared to and approved by the District. The District may require the Consultant to provide proof of ability to pay losses and related investigations, claim administration, and defense expenses within the retention. The policy language shall provide, or be endorsed to provide, that the self-insured retention may be satisfied by either the named insured or District.

### **Acceptability of Insurers**

Insurance is to be placed with insurers authorized to conduct business in the state with a current A.M. Best's rating of no less than A:VII, unless otherwise acceptable to the District.

### **Verification of Coverage**

Consultant shall furnish the District with original Certificates of Insurance including all required amendatory endorsements (or copies of the applicable policy language effecting coverage required by this clause) and a copy of the Declarations and Endorsement Page of the CGL policy listing all policy endorsements to District before work begins. However, failure to obtain the required documents prior to the work beginning shall not waive the Consultant's obligation to provide them. The District reserves the right to require complete, certified copies of all required insurance policies, including endorsements required by these specifications, at any time.

### **Subcontractors**

Consultant shall require and verify that all subcontractors maintain insurance meeting all the requirements stated herein, and Contractor shall ensure that District is an additional insured on insurance required from subcontractors.

### **Special Risks or Circumstances**

District reserves the right to modify these requirements, including limits, based on the nature of the risk, prior experience, insurer, coverage, or other special circumstances.



GHD Class	GHD Description	FY 2026 Rate
<b>PROFESSIONAL</b>		
A001	Senior Technical Director 1	\$ 330.00
A002	Senior Technical Director 2	\$ 307.50
A003	Senior Technical Director 3	\$ 285.00
A004	Technical Director 1	\$ 273.75
A005	Technical Director 2	\$ 258.75
A006	Senior Professional 1	\$ 240.00
A007	Senior Professional 2	\$ 221.25
A008	Professional 1	\$ 213.75
A009	Professional 2	\$ 183.75
A010	Professional 3	\$ 168.75
A011	Vacationer / Intern	\$ 157.50
<b>CONSULTANT</b>		
V001	Executive Consultant 1	\$ 423.75
V002	Executive Consultant 2	\$ 390.00
V003	Senior Consultant 1	\$ 326.25
V004	Senior Consultant 2	\$ 292.50
V005	Consultant 1	\$ 243.75
V006	Consultant 2	\$ 198.75
V007	Consultant 3	\$ 168.75
<b>TECHNICAL</b>		
B001	Lead Design Technician 1	\$ 300.00
B002	Lead Design Technician 2	\$ 277.50
B003	Lead Design Technician 3	\$ 251.25
B004	Senior Design Technician 1	\$ 247.50
B005	Senior Design Technician 2	\$ 232.50
B006	Design Technician 1	\$ 213.75
B007	Design Technician 2	\$ 198.75
B008	Drafting/Design 1	\$ 191.25
B009	Drafting/Design 2	\$ 165.00
B010	Drafting/Design 3	\$ 153.75
B011	Drafting/Design 4	\$ 150.00
B012	Intern Drafting/Design	\$ 135.00

GHD Class	GHD Description	FY 2026 Rate
<b>ADMINISTRATION</b>		
C001	Business Services Manager 1	\$ 266.25
C002	Business Services Manager 2	\$ 236.25
C003	Senior Business Services Manager 1	\$ 183.75
C004	Senior Business Services Manager 2	\$ 172.50
C005	Business Services 1	\$ 153.75
C006	Business Services 2	\$ 146.25
C007	Business Services 3	\$ 112.50
<b>SITE BASED</b>		
S001	Senior Construction Manager	\$ 292.50
S002	Construction Manager	\$ 255.00
S003	Lead Site Engineer/Supervisor	\$ 225.00
S004	Senior Site Engineer	\$ 202.50
S005	Site Engineer	\$ 191.25
S006	Lead Inspector	\$ 195.00
S007	Senior Inspector	\$ 157.50
S008	Inspector / Specialist 1	\$ 138.75
S009	Inspector / Specialist 2	\$ 127.50
S010	Clerk / Specialist 3	\$ 120.00
S011	Senior Site Manager 1	\$ 123.75
S012	Senior Site Manager 2	\$ 116.25
S013	Senior Site Manager 3	\$ 108.75
S014	Senior Site Manager 4	\$ 105.00
S015	Operator/Labourer 1	\$ 105.00
S016	Operator/Labourer 2	\$ 97.50
S017	Operator/Labourer 3	\$ 82.50
<b>PROJECT SUPPORT</b>		
D001	Project Support Manager 1	\$ 315.00
D002	Project Support Manager 2	\$ 300.00
D003	Senior Project Support 1	\$ 266.25
D004	Senior Project Support 2	\$ 228.75
D005	Project Support 1	\$ 217.50
D006	Project Support 2	\$ 202.50
D007	Project Support 3	\$ 187.50
D008	Project Support 4	\$ 168.75
D009	Project Support 5	\$ 146.25
D010	Project Support 6	\$ 108.75



---

## **FY 2025-26 Rate Schedule Notes**

---

- 1) Rates are for employees of GHD companies.
- 2) An administration fee will apply to all invoices to cover in-house disbursements (Associated Project Costs) on a project. This will be charged at a rate of either:
  - Hourly rate of USD \$7.00
- 3) All travel will be invoiced at economy class rates. Lodging and meal expenses will be at cost plus agreed markup unless a per diem rate is negotiated.
- 4) All other project related disbursements, expenses and subcontractor costs will be invoiced with a markup of 10%.
- 5) Fee schedule is subject to change annually.
- 6) Leased and personnel vehicles, field equipment and disposable field supplies will be invoiced at established rates. Personal vehicle mileage rates will be charged in accordance with government regulated standard rates.



# Exhibit A: Work Authorization

## Work Authorization No. On-Call District Engineering and Environmental Services

The Scope of Work described in this Work Authorization is governed by the terms and conditions of that certain Master Services Agreement ("Agreement") dated [Enter day] day of [Enter month] [Enter year], between GHD Inc. ("GHD") and Fieldbrook Glendale Community Services District ("Client").

Scope of Work	The scope of services to be provided by GHD, in connection with this Work Authorization, is as follows:
Services Description	<p>The services under this agreement are for GHD to provide Contract Engineering and Environmental services to the Fieldbrook Glendale Community Services District.</p> <p>District engineering services will be provided by a suite of designated staff approved by the District. The GHD contact for a particular task will report to the General Manager. Typically the District Engineering and Environmental services will include various engineering reviews, attendance at staffing and District Board meetings, regulatory agency meetings, summary memos to the Board, environmental regulation compliance support, permitting, and design, bidding and construction management assistance for various capital improvement plan projects, and other related services as requested by the District. The District Engineer tasks will typically be completed by the primary District Engineering contact, but may require assistance from others at GHD. If a project requires greater effort or warrants individual tracking for funding or other reasons, a separate scope, budget, and schedule will be developed and used for that project.</p> <p>The scope of services is to provide District Engineering services including engineering, environmental, and related services as requested by the District.</p> <p>As requested by the District, sub-phases will be set up and tracked for specific projects or assignments so that project specific tasks can be tracked separately.</p>
GHD Subcontractor(s)	N/A
Fee Description including markups	See Attached Rate Table



## Exhibit A: Work Authorization

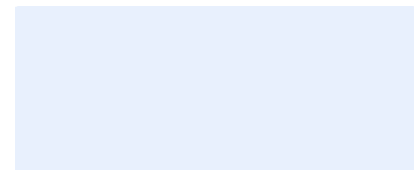
Materials/premises to be provided by Client	N/A
Other information relevant to the Services	N/A
<b>Key dates</b>	
Commencement date	9/18/2025
Milestones, deadlines, timelines	On-Call Services for a period of 5-years
End date	9/18/2030
<b>Designated Representatives</b>	
	During the term of this Work Authorization, matters or issues arising shall, as applicable, be directed to:
GHD Representative(s)	Steven Pearl
Client Representative(s)	Richard Hanger
<b>Additional Terms and Conditions</b>	
Special Conditions	N/A

**In witness whereof**, GHD and Client have caused this Work Authorization to be executed by their duly authorized representatives as of the Effective Date.

**GHD**  
GHD Inc.

-----  
Ann Bechtel  
Business Group Leader, Integrated  
Water Management

**Client**



-----  
Richard Hanger  
General Manager